



PURCHASE ORDER

PO Number: 303-2-0211

Requisition Number: 303-2-00442

Order Date: 10/1/2021

Released

**DUE TO COVID-19 AND TFC'S COMMITMENT TO TIMELY PAYMENT,
PLEASE SUBMIT INVOICE ELECTRONICALLY TO:**

accountspayable@tfc.state.tx.us

IF INVOICE IS MAILED, DELAYS MAY OCCUR.

TEXAS FACILITIES COMMISSION

FISCAL MANAGEMENT / ACCOUNTS PAYABLE

P.O. BOX 13047 Austin, Texas 78711-3047

Delivery Location

Parking Garage R, Warehouse

1706 San Jacinto Blvd.

Attn: Shane Howell

Austin, TX 78701

Show numbers on all papers and packages

Referenced Source or Vendor

17426335521

Hightech Signs

1707 Hydro Dr.

Austin, TX 78728

Rose Ann Barba

Phone: 512-832-0000, Fax: 512-832-9677

hightech@signsaustin.com

5 Custom Room Signs For Bldg. P35A:

4.5"H X 9"W Acrylic Paper Insert Holders Grey/Clear.

Description Price Per Attached Quote #20419 Dated 09/23/2021.

TFC Contact:

Shane Howell

512-402-4442

Line Items

Description	Qty	Unit	Unit Price	Start Date	End Date	Total
Custom Architectural Signage:	5	Each	\$90.00	9/24/2021	10/22/2021	\$450.00

4.5"x9" acrylic paper insert holder; grey/clear. This is a one piece design with an opening on one side.

No installation, client's in-house carpenters always install the signage.

NIGP Class: 801

NIGP Item: 12

Object Class: 334

Reimbursement Type: HB3042

Notes: Quote: 20419

Coding to 7334 as it is not stated which buildings in Park 35 the signs will be installed in. Referenced Work Order System for further information & no buildings were indicated.

Grand Total \$450.00

Questions or concerns regarding this transaction or service should be directed to: Texas Facilities Commission Procurement Division, Phone: (512)463-0209 or FAX: (512)236-6164 (The mailing address for the Texas Facilities Commission is at the top of this purchase order.)

Agency	TFC
Fiscal Year	2022
Division	Facilities Management and Operations
Program	Property Management
Phone	7372560929
Org Code	0410 - Facilities HB3042 - PO Activity
Type of Purchase/PCC Code	'E' Purchases of commodities/services when the total amount is between \$0.00 - \$5,000.00
Work Order Number	770694

ALL TERMS AND CONDITIONS SET FORTH IN OUR BID INVITATION BECOME A PART OF THIS ORDER. VENDOR GUARANTEES MERCHANDISE WILL MEET OR EXCEED SPECIFICATIONS IN THE BID INVITATION.

Invoicing Standards

To facilitate payments from Texas Facilities Commission please follow the invoicing standards set forth below.

The invoice should include, but is not limited to including:

- (1) the vendor's mailing and e-mail (if applicable) address;
- (2) the vendor's telephone number;
- (3) the name and telephone number of a person designated by the vendor to answer questions regarding the invoice;
- (4) the state agency requisition number;
- (5) the state agency's name, agency number, and delivery address;
- (6) the commission's purchase order number, if applicable;
- (7) the contract number or other reference number if applicable;
- (8) a valid Texas Identification Number (TIN) issued by the Comptroller of Public Accounts;
- (9) a description of the goods or services, in sufficient detail to identify the order which relates to the invoice;
- (10) unit numbers corresponding to the original order; and
- (11) other relevant information supporting and explaining the payment requested or identifying a successor organization to an original vendor, if necessary.

FOB DESTINATION CASH DISCOUNT: 0% 0 DAYS.

TEXAS FACILITIES COMMISSION INTERNAL PURCHASING

PURCHASER: _____

Jordan, Michelle - CTCD,

(IN ACCORDANCE WITH YOUR BID, SUPPLIES MUST BE PLACED IN THE AGENCY RECEIVING ROOM IN DAYS FROM RECEIPT OF ORDER.)

STATE AND CITY SALES TAX EXEMPTION CERTIFICATE: The undersigned claims an exemption from taxes under Tex. Tax Code § 151.309 (1993), for purchase of tangible property described in this purchase order, purchased from contractor and/or shipper listed above, as this property is being secured for the exclusive use of the State of Texas.

[\(Show Terms And Conditions...\)](#)